

ILLEGIB

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800120001-8

19 December 1963

MEMORANDUM FOR: Chief, Special Clearance Center

SUBJECT : Installation of New Index Guides

1. Before your request for guides could be processed it was necessary to analyze your exact needs in greater detail and find a supplier. This has been completed and the order sent to procurement as indicated in the attached.

2. When your guides arrive it is planned that they be installed in your two indexes as follows:

a. Organization Index:

Use blank inserts and type an organization name on each.
Insert these in first position guide cards. (300)
Use blank inserts and type a component name on each.
Insert these in second position guide cards (350)
Use blank inserts and type a sub-division name on each.
Use blank inserts and type a sub-division name on each.
Insert these in third position guide cards (150)
File these in the index and remove old guides.
(This will leave a supply of 100 to 200 guides in each position for future expansion.)

b. Alphabetical Index

(1) These should arrive with 1000 alphabetical sub-divisions (118 common names and 100 initials) already inserted in correct guide cards.

(2) If the alphabetical sub-divisions arrive separately:

Insert the first tab (probably "A") in a first position guide card.

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*for 70-65-503
Box 1
13973*

Insert the next tab (probably "AA") in a second position guide card.

Insert the third printed tab in a first position guide card

(Continue this alternate use of two cards for all 1,000 tabs. This will leave a supply of 100 cards for future expansion.)

File these alphabetical guides appropriately in the index.

Remove all old alphabetical guides.

(3) If the Common Names Arrive Not Inserted:

Insert each name in the large, 1/3 cut, middle position guide cards.

(This will leave a supply of 25 cards for future expansion)

File these in front of the first card of each appropriate name group.

(4) If the Initials Arrive Not Inserted:

Insert each initial in the 4th position guide cards.

(For extra cards you may use the 2nd position cards in reverse.)

File these only in the large name groups.

File only initials actually helpful as indicated on attached guide list.

(5) If "End" Cards arrive Not inserted:

Insert each "end" in the 5th position guide cards.

(For extra cards you may use the 1st position cards in reverse.)

File these only after large groups of names.

3. These new guides should prove to be very helpful in your office procedures. If I may be of any additional assistance please call.

Records Management Officer, OS

25X1

Attachments:

Common Name Guide List

Carbon Copy of Memo to Logistics

SENDER WILL CHECK CLASSIFICATION			
X	UNCLASSIFIED	CONFIDENTIAL	SECRET
Approved For Release 2005/11/21 : CIA-RDP70-00211R000800120001-8 OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	4E-42, Headquarters		
3		RD	12/3 fsg
4			
5		NR	
6			
	L.G.C.		
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	X RETURN
	CONCURRENCE	X INFORMATION	SIGNATURE
Remarks: Vince: Here are a few samples of Guide Cards and other supplies for a punched card name file. We can furnish others. Can you return these after they have served your purpose? See you at the meeting tomorrow. <div style="text-align: right; font-size: large;"> <i>Thanks again</i> <i>SLB</i> </div>			
PLACE HERE TO RETURN TO SENDER			
NAME, ADDRESS AND PHONE NO.			DATE
Records Administration Staff Approved For Release 2005/11/21 : CIA-RDP70-00211R000800120001-8			10/29/63
X	UNCLASSIFIED	CONFIDENTIAL	SECRET

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Thanks so much for the samples and help. This is the conclusion on the Guide Card order.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Grace			20 Dec 65

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